How to initiate a summer job change eForm for an end date or supervisor change in HCM:

This job aid outlines how to initiate a summer job change eForm for an end date or supervisor change.

**Navigation:** Employee Self Service > My Homepage > ePAF Homepage

**Information**

Those with HR Initiator access can take this action for all FTE Faculty across the university system.

**Initiating a Summer Job Change eForm for an end date or supervisor change:** To initiate a summer job change for one of your employees, take the following steps:

1. Click the Employee Self-Service drop-down menu button.
2. Click the My Homepage option in the drop-down.
3. Click the ePAF Homepage tile.
On the ePAF homepage enter your employee’s name or USC ID in the Search for Person field, then click the Search button.

The results that appear are referred to as Search Cards. Determine the appropriate Search Card by reviewing the EMPL ID (aka USC ID), EMPL record, Department, EMPL Class, and other data presented.

Currently active summer hires will appear with the Job Code of VSUM Summer.

On the appropriate active Summer EMPL Record, click the Related Actions Menu button.
The Related Actions Menu shows all the actions/eForms which the user has authority to initiate on this specific employee’s EMPL record.

The Summer Job Change eForm is used to make changes to currently active FTE faculty summer appointments. Note this option will only appear in the Related Actions Menu for FTE Faculty EMPL records with VSUM Summer as the Job Code.

From the Related Actions Menu, click the Summer Job Change option.
Completing the Summer Job Change eForm:

1. Enter the Effective Date of the change.

2. If changing the End Date for this job, enter the new Expected Job End Date.

3. Click the Reason Code drop-down menu button and select either Correction: End Date or Supervisor Change as applicable.

Summer Job Change Reasons listed below. eForms can only have one Reason selected.

Compensation Data – the salary needs to increase or decrease.

Correction End Date – the job end-date has changed and needs to extend or end earlier than initially submitted.

- If the new end-date is greater than 4 weeks from the current date, initiators should utilize the Summer Job Change eForm to change the end-date. This helps avoid mid-stack errors. Utilize the Status Change eForm if the new end-date is less than one month from the current date.

Supervisor Change – the supervisor of record needs to be changed.
4. If changing the supervisor, enter the new supervisor's Supervisor ID.
5. Review your work on the eForm, once you’ve confirmed the data click the **Submit** button.

6. The eForm has successfully submitted! Always click the **View Approval Route** button to see the workflow steps for the action.

7. The Approval Route shows the workflow steps for the specific action you submitted. Summer Job Change eForms route to Approver 1 and Approver 2 (internal to your Department, College/Division, or Campus) and HR Operations.

8. Upon review of the workflow, click the **Done** button.

You have successfully initiated a **Summer Job Change eForm** to change the end date or supervisor!